

Expenditures made under the authority of this Act are subject to the provisions of Sections 1-11 as well as Title 39 of the Louisiana Revised Statutes.

BA-7 INFORMATION

Section 73 C of Title 39 provides for changes from one program to another with the approval of the Division of Administration and the Joint Legislative Committee on the Budget (JLCB). Any transfers among these programs must comply with procedures outlined in Section 73 C of Title 39 and Policy and Procedure Memorandum 52 Revised. Section 14 of Act 13 requires that: "All BA-7 budget transactions submitted in accordance with this Act or any other provisions of law which require approval by the Joint Legislative Committee on the Budget or joint approval by the commissioner of administration and the Joint Legislative Committee on the Budget shall be submitted to the commissioner of administration, Joint Legislative Committee on the Budget and Legislative Fiscal Office a minimum of sixteen working days prior to consideration by the Joint Legislative Committee on the Budget. Each submission must include full justification of the transaction requested but submission in accordance with this deadline shall not be the sole determinant of whether the item is actually placed on the agenda for a hearing by the Joint Legislative Committee on the Budget. Transactions not submitted in accordance with the provisions of this Section shall only be considered by the Commissioner of Administration and Joint Legislative Committee on the Budget when extreme circumstances requiring immediate action exist." In addition, Section 73 C of Title 39 states: "Such transfers shall include adjustment of any performance standards which are impacted by the transfer of funds." These same provisions are applicable to the appropriations contained in the Ancillary Act.

The BA-7 form and questionnaire, which were revised January 30, 2001, must be completed in detail for each mid-year budget adjustment requested. The revised BA-7 form (MS Excel file) and questionnaire (MS Word file) are available on the Office of Planning and Budget (OPB) website (<http://www.state.la.us/opb/index.htm>) under "Forms, Formats, Guidelines, and Memorandum Archive." If information—financial or performance—on the BA-7 form and questionnaire is insufficient to justify the request, the BA-7 request will be returned for further information.

The Division of Administration will continue to take a firm position on justification and **timely** submission of BA-7s during Fiscal Year (FY) 2002-2003. The agency deadline for submission of BA-7s to the Division of Administration, the Legislative Fiscal Office and the Joint Legislative Committee on the Budget (JLCB) is the LAST day for submission. BA-7s should be submitted as early as possible rather than on the deadline date. Submission of a BA-7 on the deadline date does not guarantee that the BA-7 will be on the next agenda of the JLCB. **If the BA-7 is not submitted in time for a thorough financial and performance analysis, it will not be placed on the agenda.** The schedule for submission of BA-7s requiring JLCB approval is included in the Appropriation Letter package. The person(s) from your agency most knowledgeable about items on the agenda of the JLCB must be present at these hearings to answer detailed questions.

In no case should actions that require BA-7 approval be undertaken prior to completion of the approval process. The Joint Legislative Committee on the Budget takes a hard-line approach to "after the fact" BA-7s. As a result, some BA-7s that are submitted after expenditures are made pursuant to the BA-7 may be summarily denied. As a reminder, the 2003 Regular Legislative Session will begin on the last Monday in March. The scheduling of a JLCB meeting is difficult at best during a legislative session. Therefore, it is recommended that you plan ahead and submit critical BA-7s prior to that time frame.

ADVANTAGE FINANCIAL SYSTEM (AFS)

The Office of Planning and Budget is not involved in the processing of Expenditure (EBs) and Revenue Budgets (RBs) in the accounting system (AFS). It is the Agency's responsibility to ensure a balance between EBs and RBs. Review and subsequent approval or disapproval of the Appropriated Program Transactions (APs) will continue as is currently done. For agencies under the Advantage Financial System (AFS), the Office of Planning and Budget will be utilizing the AFS report 2G54, "Appropriation Budget Reconciliation by Agency" and the AFS report 2G15, "Appropriation Report by Agency" to monitor budgets for both revenue and expenditures. Review of these reports will compare Budgeted and Actual amounts for Appropriated Means of Financing and Programs for accuracy, and conformity to Legislative and Executive intent. Noncompliance with Legislative and Executive intent may cause delay and/or rejection of Warrants requested. Transfers from Acquisitions and Major Repair categories or any transfers, which result in increased recurring expenses utilizing one-time savings, are to be avoided.

It is the Agency's responsibility to allocate the budget from the "Budget Development Organization Unit" to the proper Organization Units and Object Codes. The Object Codes to be used are those provided in the Uniform Chart of Accounts. (See: <http://www.doa.state.la.us/OSRAP/library/Publications/revisedandreleasedppm/CHAP21.pdf>).

The deadline for spreading the budget is September 3, 2002. Failure to spread the budget by the deadline may result in that particular Budget Unit or program being unable to draw warrants or process Mid Year Adjustments (BA-7s).

In spreading the budget, the agency is to take into account (i.e., budget for) expenditures that were not specifically funded but must be paid by the agency. Examples of two such expenditures are Group Benefits and Retirement system increases.

Failure to spread the budget into the proper object codes and organizations may result in unnecessary budgetary problems for the current and subsequent year.

STATE EMPLOYEES GROUP BENEFITS

Section 6 D of Act 13 contains language regarding the cost assessment allocation proposed by the Office of Group Benefits. It states: "In the event that any cost assessment allocation proposed by the Office of Group Benefits becomes effective during Fiscal Year 2002-2003, each budget unit contained in this

Act shall pay out of its appropriation an amount no less than 65% of total premiums for all active employees and no less than 75% for those retirees with Medicare in accordance with R.S. 42:851(A)(1) for the state basic health insurance indemnity program." **It is necessary that Group Benefits be fully funded and included in Related Benefits when the budgets are allocated, no later than September 3, 2002, per the Chart of Accounts.** These same provisions are applicable to the appropriations contained in the Ancillary Act.

STATE RETIREMENT SYSTEMS

Section 6 E of Act 13 contains the following language that may impact the budget unit of each agency. It states: " In the event that any cost allocation or increase adopted by the Joint Legislative Committee on Retirement as recommended by the Public Systems' Actuarial Committee becomes effective before or during Fiscal Year 2002-2003, each budget unit shall pay out of its appropriation funds necessary to satisfy the requirements of such increase." **It is necessary the State Retirement Systems be properly funded. There is an increase of 1.1% over Fiscal Year 2001-2002 for the La. State Employees Retirement Systems and should be included when the budgets are allocated, no later than September 3, 2002. There was no change in percentages for the State Police Employees Retirement System. For Teachers Retirement a reduction of 1.1% was made.**

PERFORMANCE STANDARD ADJUSTMENTS

In order to ensure adoption of the most accurate expectations of agency performance within the state budget, performance standards contained in the adopted budget may, under certain circumstances, be adjusted at the beginning of the fiscal year. As indicated in Title 39:87.2C, adjustments to objectives, performance indicators, and performance standards may be requested under the following circumstances:

- An agency may request adjustment of key and supporting objectives, performance indicators, and performance standards as required to adjust for changes made in the appropriation bill containing the appropriation for the agency after introduction of the bill. The performance standards proposed in the ancillary operating appropriation bill (HB 199), as introduced, are based on the governor's executive budget recommendations. During the legislative process, the performance impacts of amendments to HB 199 may not have been addressed. As a result, some performance standards (for key indicators contained in Act 43 and/or supporting indicators contained in the Executive Budget Supporting Document) may not reflect changes between the executive budget recommendation and the appropriation enacted. Agencies should use the performance standard adjustment request process to adjust key and supporting objectives, performance indicators, and performance standards to bring them in line with changes—both increases and decreases—made in HB 199 after introduction of the bill.
- An agency may request adjustment of supporting objectives, performance indicators, and performance standards in the Executive Budget Supporting Document to correct technical errors (such as typographical errors).
- An agency may request adjustment of key or supporting objectives, performance indicators, and performance standards to incorporate the impact of legislation enacted during the most recent regular session or an extraordinary session occurring after the regular session, or to incorporate the impact of

- any change in federal rule, regulation, or law that became effective no earlier than one month prior to submission of the executive budget.
- An agency may have been directed by specific language in Act 43 to submit new or adjusted performance information by August 15, 2002.

The OPB urges agencies to take advantage of the opportunities provided under Title 39 to request appropriate performance standard adjustments by August 15, 2002. To do so, submit signed, original hard copy requests for adjustments to objectives, performance indicators, and performance standards to the OPB, the JLCB Performance Review Subcommittee, and the Legislative Fiscal Office, using the Performance Standard Adjustment Request form, no later than 5:00 pm, Thursday, August 15, 2002. The Performance Standard Adjustment Request form (MS Excel file) and guidelines (MS Word file) are available on the OPB website (<http://www.state.la.us/opb/index.htm>) under "Forms, Formats, Guidelines, and Memorandum Archive." Requested adjustments are subject to review and approval by both the OPB and the JLCB (or a subcommittee thereof). Performance standard adjustment requests generally are heard by the JLCB Performance Review Subcommittee in September. The person(s) from your agency most knowledgeable about performance items on the agenda of the JLCB Performance Review Subcommittee must be present at these hearings to answer detailed questions.

POSITION CONTROL

You are to adjust the position count in the ISIS HR System in accordance with this letter of notification. It is the intention of the Division of Administration that only employees in the permanent state work force be paid from expenditure codes 2100, 2130, and 5200 in accordance with the Advantage Financial System's uniform chart of accounts definitions, "2100 Salaries – Classified - Regular: Compensation paid to full-time or part-time classified employees hired on a continuing basis," "2130 Salaries-Unclassified-Regular: Compensation paid to full-time or part-time unclassified employees hired on a continuing basis," and "5200 AUX Programs-Salaries: Salaries that are related to auxiliary programs." Therefore, payments for salaries from these expenditure codes for employees in the classified and unclassified state service are limited to those employees with permanent or probational status. Any changes in positions, in either number or classification, are subject to the provisions of Title 39, Section 84. It is imperative that you maintain the ISIS HR system with regard to the appropriate salary code, because **OPB will use the HR system to examine your filled positions and vacancies in 2002-2003 and to determine the budgetary recommendations for 2003-2004.** Furthermore, all requests for personnel action submitted to State Civil Service should reflect the proper expenditure code for the position affected.

COMPLETE ANCILLARY APPROPRIATION LETTER PACKAGE

The following documents are included in the entire package of the Ancillary Appropriation Letter. Please ensure that the proper personnel acquire all of these documents. These documents will be delivered either by hard copy through the mail or electronically by email. The electronic method will contain both file attachments and links to OPB's website for the entire package.

1. Ancillary Appropriation Letter (in two parts, page 1 and pages 2-6)
2. Schedule for BA-7s requiring JLCB approval

3. Risk Management Premium notice
4. ACT 43, the Ancillary Appropriation Act, includes any special language and contingencies affecting appropriations and gubernatorial vetoes.
5. AFS Documents – AP, RB, EB
6. BOATS spreadsheets from original bill to ACT 43
7. Performance spreadsheets
8. August 15 Performance Standard Adjustment Request
9. August 15 Performance Standard Adjustment Request Guidelines

If you have any questions regarding your appropriation, please contact your Budget Analyst.

Sincerely,

Ray L. Stockstill
Director

RLS/mrm

Attachments